

Answers to Constituency Questions Guidelines for Departments and Agencies

Constituency Questions

The Legislative Council introduced Constituency Questions under Sessional Order 4 on 12 February 2015. At the conclusion of Question Time up to ten Members may ask Ministers an oral question relating to a constituency matter.

All questions are listed on a spreadsheet, which is available on the [Legislative Council constituency questions webpage](#). In addition, the full text of questions are published in [Hansard](#).

The spreadsheet is updated regularly to reflect when answers are received. New questions raised during a sitting week will be added to the spreadsheet within one week of the end of a sitting week.

Answers to Constituency Questions

Under Sessional Order 4 answers to Constituency Questions must be given to the Clerk in writing within 30 days of the question being asked.

A template for answers can be found on the on the [Legislative Council constituency questions webpage](#).

Both hard and electronic copies **must** be provided as follows:

- the original hard copy, signed by the Minister
- one photocopy of the signed answer
- an electronic copy of the answer in MS Word format

Answers should be lodged with the Legislative Council Table Office, delivered by hand or mailed to the following address:

Legislative Council Table Office
Parliament of Victoria
Parliament House
Spring Street
East Melbourne 3002
(DX 210402)

The electronic copy should be emailed to council@parliament.vic.gov.au or may be provided on CD and delivered with the hard copies. Please submit the electronic copy in Microsoft Word format.

Once an answer has been lodged with the Table Office, it will be provided to the Member who asked the question and published in the next edition of the weekly [Hansard](#).

For any enquiries please contact the Council Table Office on 9651 8678 or council@parliament.vic.gov.au